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Date: 10-17-78 By: 35

22 May 1953

~~MEMORANDUM FOR: Deputy Director (Administration)~~

SUBJECT: Weekly Activity Report for Week Ending 22 May 1953

1. General

b. European Trip of Chief of Logistics - (continued item)

The Chief of Logistics and the Chief, Supply Division, departed on 17 May for Europe, primarily to present briefings at various missions and stations in Europe with respect to logistics functions in order to effect better support and understanding by headquarters and the field of each other's needs. In addition, they will look into the situation for setting up Project [REDACTED] and will study such other problems as housing and warehouse needs as have been brought to their attention prior to departure and which may come to their attention during the trip. The expected date of return is approximately 21 June 1953.

c. 1953 Fund Requirements List ("Shopping List") - (continued item)

(1) Additional Information for "Shopping List" - At the request of DD/P-Admin., further information was furnished with respect to a breakdown of the "shopping list," which information was expected to be used by DD/P-Admin. in a

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meeting with the DDCI on 18 May. No word has been received as to approval of the list by the DCI; rather, it appears that additional detail may be required regarding the yardsticks utilized in the compilation of the requirements.

(2) Bulk Procurement of Medical Supplies (new item) - A meeting was held with representatives of the Medical Office to discuss the integration of medical supplies along with other supplies to be procured on the bulk basis. Agreement was reached that this could be done, and to insure approval a request will be made by Medical Office to DD/A (coordinated with DD/P) that they be included in the over-all plan for bulk procurement.

d. Central Processing - Personnel Movement Branch - (continued item)

Extensive meetings have been held by representatives of Personnel Office, O & M, and this office in order to delineate the functions of Central Processing, under Personnel, and the Personnel Movement Branch of Transportation Division, under Logistics, in an attempt to solve the problem of overlapping functions, but no final agreement has yet been reached. Further meetings are scheduled to be held this week to bring about an early solution of the matter.

e. Large Requisitions for NE and FE Divisions - (continued item)

Final review has been made of the materiel reflected in FE requisitions [redacted] and a recommendation forwarded to FE Division that [redacted] worth of materiel should be issued from stock and "due-ins" without replacement. It was further recommended that [redacted] should be provided to procure the items not in stock or requiring replacement, including a 10% accessorial charge.

The materiel reflected in NE requisitions [redacted] has been reviewed, and it appears that [redacted] worth can be issued out of Agency stocks without replacement. This review will be completed and recommendations submitted to NE Division.

2. Projects and Studies in Process

a. World Base Planning - (continued item)

(1) [redacted] - DD/P-Admin. is most desirous that the contract for construction at [redacted] be let before the end of the fiscal year, and that it be done as soon as finalized plans and specifications arrive from the Far East. Information has been received that such data will be hand-carried on or about 20 May. The Acting Chief of Logistics is presently working with Real Estate and Construction, Coordination and Requirements, and FE personnel on this matter.

(2) [redacted] - Indications by FE are that proposals will be made toward accomplishing additional construction at [redacted] and that a request will be made to obligate funds before the end of the fiscal year. Details of construction to be completed are not known by this office. It is anticipated that information on the work to be accomplished will be hand-carried from the Far East on or about 20 May.

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b. Project [REDACTED] - (continued item)

A survey team has been dispatched to the two proposed training sites to work out detailed cost estimates for construction and rehabilitation.

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3. Staff Items of Interest

a. Training Materiel for Project [REDACTED] - (new item)

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25X1A2g

[REDACTED] Arrangements have been made to secure training materiel for Project [REDACTED], most recently requisitioned from the [REDACTED]. In view of the fact that this materiel should be in Europe not later than 22 June 1953, arrangements are being made to have the items airlifted from ZI.

[REDACTED]

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25X1A1d

4. Administration

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a. Use of [REDACTED] Bills of Lading - (continued item)

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Negotiations are being conducted to implement a proposal whereby [REDACTED] bills of lading are utilized by the Transportation Division in the shipment of materiel. Details of this proposal are being coordinated with [REDACTED] and the Comptroller's Office.

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b. Career Service Board - (continued item)

Negotiations are under way for the designation of a Logistics Office Career Service Board responsibility for employees on other Agency T/O's who are performing duties in the logistics field.

c. Training Coordinators - (new item)

Training Coordinators were identified in each division to represent their organizations in the establishment of training policy and programs, the determination of training requirements, and the selection of personnel to attend announced courses.

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d. Training Requirements--Budget - (new item)

Action is being taken to compile Logistics Office fund requirements to support training for FY-54 and FY-55. This information will be forwarded to the Office of Training when completed.

5. Transportation Division

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6. Supply Division

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a. Supply Training at [REDACTED] - (continued item)

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An outline of Supply Indoctrination, to be used to train Supply personnel for field assignments, has been completed. This outline has been designed to acquaint such personnel with supply procedures and functions prior to their assignment to [REDACTED] for on-the-job training.

b. Supply Economy Program - (continued item)

A meeting was held with the administrative officers of DD/A on 18 May for the purpose of introducing supply economy from the viewpoint of administrative supplies and equipment.

c. Price Supplement to Supply Catalog - (new item)

A price supplement to the Supply Catalog has been prepared for the immediate use of FE/Logistics. A format has been prepared for printing this data so that it may be included in the Supply Catalog.

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7. Procurement Division

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25X1A5a1

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c. Trailers for Office of Communications - (continued item)

Three bids have been received in response to the solicitation for bids on trailers. These bids are being coordinated with Commo for technical sufficiency prior to making an award.

d. Cable for Air Conditioning - (new item)

A large quantity of usable transmission wire for use in installing special transformers to accommodate the air conditioning system in Tempo Y Building has been procured. This project was held up due to lack of this cable. Administrative Services have been notified that this cable is available.

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e. Contract Documents

(2) Requisitions - by Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purch. Order</u>	<u>Total</u>
Brought fwd.	5	24	119	262	440
Received	36	19	40	232	327
Completed	29	19	14	235	297
Pending	12	24	175	259	470

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(3) Purchase Orders issued 233 - Total \$51,106.31

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8. Real Estate and Construction Division

a. Projects

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(1) [REDACTED] (Commo) - (continued item) - Construction continues. Scheduled for completion during month of August.

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(2) [REDACTED] - (continued item) - (a) Three bids (21 contractors solicited) have been received. Bids are being reviewed prior to contract award. (b) Drawings, specifications, and other pre-bid documents for antennas and power cables were sent to [REDACTED] on 21 May for solicitation. (c) Access road surfacing contract will be negotiated at the site before 30 June 1953.

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(3) [REDACTED] (Commo) - (continued item) - (a) Letter of intent with architect for preparation of plans and specifications has been executed. [REDACTED] is acting as contracting officer. Contract drafted and submitted to General Counsel for approval. (b) Staff study for submission to PRC reviewed and approval recommended (\$245,000). (c) Site survey is being conducted to include necessary information with regard to water, sewer, and power systems. Summary of this survey will be forwarded to the architect on 25 May 1953.

b. Other Items of Interest

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(1) Headquarters Warehousing - [REDACTED] Warehouse - (continued item) - Follow-up letter has been written to the lessor requesting meeting be arranged for the negotiation of one-year lease.

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(2) Dependent Quarters, [REDACTED] - (continued item) - (a) Contracting officer, [REDACTED] has been advised to extend termination of work on group of eight houses. New extension date is 31 May 1953. (b) Additional construction has been discussed with representative of [REDACTED] in an endeavor to obtain a reasonable lump sum price on second group of houses. [REDACTED] will be ready to present lump sum price on 25 May. In the event reasonable price cannot be obtained from [REDACTED] local bids will be obtained.

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(3) Closing [REDACTED] - (continued item) - Real Estate and Construction representative closed out this station at a total cost of \$450. This included the removal and shipping of equipment, the removal and disposal of poles and tower, and the restoration of premises. Equipment shipped to [REDACTED] Warehouse, Washington.

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[REDACTED]
Acting Chief of Logistics

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